

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73123
Job Class Code:	020	Salary Schedule:	ASRRAA
EEO Category:	02	Grade:	17
Workers Comp Code:	8810		

Job Code Established:	10/03/86	Effective Date:	10/03/086
Job Code Revised:	10/01/98	Effective Date:	10/01/98

JOB CODE SERIES: Administrative Management Series

JOB CODE TITLE: ADMINISTRATIVE ASSISTANT III

HRIS TITLE: ADMV ASST III

CHARACTERISTICS OF THE CLASS: Under direction, performs administrative work of considerable difficulty in one of the following areas:

- a) Serves in a staff capacity to an executive, administrator or program manager; and performs related work as required. (Assignments in this category are distinguished from similar assignments at the Administrative Assistant II level by the scope, complexity, delegated authority and variety of duties in the assignment).
- b) Performs specialized administrative work in such areas as contracts and grants development and management and real property management; and performs related work as required. (Assignments in this category are distinguished from similar assignments at the Administrative Assistant II level by the scope and complexity of the organization and variety of work and by the requirements for specialized program knowledge the performance of duties).
- c) Coordinates the activities of one or more programs. (These programs are generally ongoing and relative static, therefore, initial program planning, design and implementation responsibilities are absent or very limited. Assignments in this category are distinguished from similar assignments at the Administration Assistant II level by the greater scope, complexity, and impact of the program(s).

EXAMPLES OF DUTIES: Performs a variety of complex administrative tasks for an executive, administrator or program manager including research, special projects, budget preparation and control, manpower and operations planning and report preparation; prepares a variety of grant proposals, contracts and agreements requiring considerable program knowledge and coordination; assists in the management of all real property for an agency including acquisition of office space, lease and rental agreements and building maintenance; coordinates and supervises the operations of one or more programs; develops or modifies procedures and forms to improve program effectiveness; prepares a variety of fiscal and operational reports; coordinates administrative matters between organizational units; composes correspondence on a wide variety of subjects; interprets and explains organizational rules, regulations and functions; coordinates activities with other departments, agencies, community organizations and others; prepares a variety of reports; represents the administrator at meetings, workshops and seminars; may serve in the absence of a higher level administrator; may supervise a staff of clerical or technical personnel.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of administration and management; agency or program rules, regulations and operating procedures; accounting and budgeting procedures; business law as it relates to preparation of contracts, grants and other agreements.

Ability to plan, analyze, coordinate activities and establish priorities; develop effective operating procedures.

Skill in oral and written communication.

SPECIAL SELECTION FACTORS:

Three years responsible administrative experience; or Bachelor's degree in a field appropriate to the assignment from an accredited college or university and two years responsible administrative experience; or a Master's degree in a field appropriate to the assignment from an accredited college or university and one year responsible administrative experience.